



**STATE OF NEW HAMPSHIRE**

DEPARTMENT OF LABOR

PO BOX 2076

CONCORD, NH 03302-2076

**WHEN FILING THE EMPLOYEE LEASING APPLICATION, PLEASE ATTACH THE FOLLOWING:**

1.  Complete the application in full.
2.  A copy of the form of written disclosure used by the employee leasing company, pursuant to RSA 277-B: 9, VI.
3.  A copy of the form of the employee leasing company contract.
4.  A copy of the applicant's workers' compensation policy covering all leased employees of the applicant.
5.  Evidence satisfactory to the commissioner that any health insurance benefits covering leased employees are provided pursuant to provisions of RSA 277-B: 11, II.
6.  Certification that the applicant does not conduct a temporary help service through the same entity as the applicant's employee leasing company.
7.  A financial statement prepared by an independent certified public accountant in accordance with generally accepted account principles within six (6) months prior to the date of application within six (6) months prior to the date of application which statement shall show a minimum net worth of \$100,000.
8.  Evidence of compliance with RSA 277-B: 9, IV (Rated Employer).
9.  A copy of the form of "Leased Employee Acknowledgment" used by the employee leasing company pursuant to the requirements of RSA 277-B: 9, VII.
10.  A copy of the employee manual provided to the leased employees pursuant to requirements of RSA 277-B: 9, VIII.
11.  A complete description of the employee grievance system required by RSA 277-B: 9, X.
12.  A copy of the form of the employee leasing company contract with client companies showing compliance with RSA 277-B: 9, III.
13.  A copy of the applicant's license issued by its state of domicile, if the applicant is not a New Hampshire resident or domiciliary.
14.  The name, business address and FEIN # of all client companies.
15.  Letter of Good Standing from the NH Department of Employment Security.
16.  Letter of Good Standing from the NH Department of Revenue regarding Business Profit Tax.
17.  Confirmation from home state, if other than New Hampshire, that the leasing company is in good standing.
18.  Copy of NH Safety Summary Form (10 or more employees).
19.  Certification that the employee leasing company is the employer of the client employees.
20.  Original executed copy of Surety Bond. (Sample attached).
21.  \$100 Application Fee (Non-refundable)
22.  \$500 or greater License Fee.
23.  Background Check Authorization Forms.
24.  Surety Bond on a State of New Hampshire Form.

25.  Quarterly tax certification from a Certified Public Accountant (Renewals only).